

Commercial Travel Office Passenger Name Record Validation (CTO PNR Validation)

Introduction: The CTO PNR Validation assures DTS can successfully send a PNR to the CTO bidding on DoD travel, and DTS can pick up a PNR placed on a specified queue from the CTO. This validates the technical aspects of CTO connectivity and gives the CTO a DTS experience with documentation.

Purpose: The purpose of the CTO PNR validation is to confirm Defense Travel System (DTS) ability to exchange a passenger name record (PNR) with the commercial travel office (CTO) and to give the CTO an example of an actual PNR that will be delivered from the DTS.

Requirement: A commercial travel office (CTO) submitting a proposal for the follow-on CTO acquisition must complete CTO PNR Validation to be eligible for contract award.

CTO PNR VALIDATION PROCEDURE

The CTO should...

1. Contact DTScontracting@osd.pentagon.mil to request the Configuration Worksheet. The Worksheet list the technical requirements for DTS to deliver a PNR to the CTO. The Worksheet will be sent directly to the person requesting the validation.
2. Complete the Configuration Worksheet, making sure to specify the preferred GDS, Psuedo City Code, 4 queues, 2 terminal addresses, and the company profile as listed in the GDS.
3. Return the Configuration Worksheet to dtscontracting@osd.pentagon.mil or via fax to 703-602-8570. If you have questions regarding the Worksheet, contact 703-607-1498 ext. 135.
4. Email DTS Contracting to schedule the validation test (This request may be included with Step 3). It takes 2 to 3 weeks to set up the validation and about a day to complete it.
5. Set up branch access within the agreed GDS.
6. Receive a DTS PNR in your requested queue.
7. Place the observed DTS PNR on the specified outbound queue for DTS pick up.
8. Validate with DTS that the PNR was received
9. Print the validated PNR, saving a copy for your records.
10. E-mail or fax a copy of validated PNR to DTS.

Deadline: If discussions are conducted, those offerors not eliminated from the competitive range shall complete this procedure no later than the deadline for submitting final proposal revisions, formerly known as best and final offers, under this Request for Proposal. Offeror that fail to complete this procedure by that time will no longer be considered for award. The references to completion of this procedure "before award" and "at the time of award", in FAR Clause 52.209-1 "Qualification Requirements", Section M, paragraph M.6, are intended to indicate only that completion is a condition for award, and are not intended to extend the deadline for completion stated herein.

Offerors shall be deemed to have satisfied this requirement when the Government receives confirmation that the PNR connectivity and data validation has occurred in accordance with the above procedure.

A list of vendors who have successfully completed the PNR Validation will be posted on the DTS Travel Center website. Contact the Contracting Officer, Peggy Butler, at

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dtscontracting@osd.pentagon.mil if you have completed the validation, but your company name does not appear on the list.